

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON APRIL 28, 2026 AT 6:30 P.M., AT MEADOWS PLACE EOC/TRAINING CENTER, 11975 W AIRPORT BLVD., MEADOWS PLACE, TEXAS 77477.

A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

The meeting was called to order by Mayor St. Germain at 6:33 p.m. with the following present.

Audrey St. Germain, Mayor

David Mertins, Alderman

Rick Staigle, Alderman

Nick Haby, City Administrator

Kurt Kopczynski, Mayor Pro Tem

Tia Baker, Alderman, not present

Emily Merkley, Alderman

Shandra Phillips, City Secretary

The following staff were also in attendance: Communications Director, Cameron Miller; Police Chief, Gary Stewart; Assistant Chief Jack Ashton; Parks & Recreation Director, Colene Cabezas; Finance Director Anna-Maria Weston; Public Works Director, Byron Hughey, and Code Enforcement Officer, Chelsea Thomas.

1. Pledge of Allegiance: Audrey St. Germain, Mayor
2. Invocation: Jimmy Fenwick, Chaplain and resident

B. REPORTS

1. Police Department – Chief Gary Stewart

Chief Stewart gave a brief overview of the monthly statistics and activities report for April 2026, which was distributed to City Council and filed with the City Secretary.

He spoke on a few highlights from the month as follows:

- Calls for Service – 2387
- Accidents – 10
- Arrest – 7
- Traffic Citations Issued – 400
- Assault – 1
- Burglary of Motor Vehicle – 0
- Burglary of Business, Residential or Residential Building – 0
- City Ordinance – 12
- Criminal Mischief – 0
- Fraud – 1
- Robbery – 0
- Property Checks – 2899
- Theft – 5
- Flock Safety Alerts – 159
 - Stolen Vehicles – 29
 - Sex Offender – 26
 - Stolen License Plates – 18
 - Gang/Suspected Terrorists – 8

- Missing Person Alert – 14
- Warrant – 11
- Protection Order – 23
- Other Agency Hot List – 19
- Violent Person – 11

Additional Notes:

- Grant Status:
 - All approved and 2 remaining to collect.
- MPPD currently has 2 Full-Time Police Offer positions. Currently recruiting two candidates- one in the Police Academy- pending June graduation and other is a current police officer.
- MPPD new training cycle has begun, with continued efforts to build and strengthen relationships with neighboring cities. Also collaborated with the City of Sugar Land Police Department for training on defensive tactics, handcuffing, baton, officer defense, and detainment.
- Accreditation: MPPD started the new High Liability and Firearms training as designated for the accreditation process. Preparing for June on site assessment for the accreditation approval.
- Preparing the trailer for auction and should be picked up for auction in two weeks. Also, in the process of obtaining title for van for disposal.
- Concert in the Park event was a success.

2. Public Works – Byron Hughey, Director

Mr. Hughey presented the quarterly report for Public Works which was distributed to City Council and filed with the City Secretary. This report covered activity for January, February and March 2026. A few key points are listed below:

Sidewalk repair and replacement program:

A new city-wide review of the sidewalks has begun for 2026. Phase II of the previous assessment was released in January 2026 and was finished at the end of the month, leaving \$788 in the sidewalk budget. Overall estimated cost was approximately \$35,000. There was \$17,800 portions of sidewalk repair that was omitted from Phase II. This can be funded next fiscal year.

Street Repairs /Road Fee funding:

Current fund balance April \$56K. Complete review of the city was completed December 2025. 48 locations have been identified for repair. A new review has begun as of March. The yellow highlighted is next to be approved which will leave a balance of \$34K.

Power Scoop Utilities (PSU) Expenses:

January 2026 – \$32,945.26, February 2026 - \$45,539.43, March 2026 - \$37,785.45.

Other repairs with PSU and outside vendors:

- 1) New shed and enclosure are complete on the PD side of City Hall.
- 2) Good News, Biomonitoring passed, and regular monthly testing at the WWTP have also remained in compliance.

- 3) Bollards were replaced again and we have added a third after the Feb 28th hydrant incident on the corner of W Airport Blvd @ S Kirkwood.
- 4) Community Center Air Conditioner units were installed and tested.
- 5) All four (4) blowers are installed and operational
- 6) PSU completed the water line replacement on Mulholland at Brighton, at cost of \$62,500.00. Outstanding issues at this location include the repair of the concrete wall. Having difficulty receiving a written estimate. Still an open issue, residents have failed to provide a viable estimate. – Still Outstanding
- 7) Finding issues with service lines and at least one hydrant on the second phase of the Dorrance project
- 8) All six (6) round poles have been replaced as the stop sign rehab project continues to move forward
- 9) All generators have passed load bank testing and have had annual maintenance performed.

Irrigation Systems review and update:

- Texas Lawns has initiated an improved inspection time frame. They will review the sprinkler system 42 times per year. These inspections will coincide with the grass cutting frequency. Information only. The report is reviewed by staff and repairs are authorized.
- CenterPoint hit irrigation line and was repaired by Texas Lawns. That invoice of \$487.50 is to be paid by their claim's dept.

3. City Administrator's Report – Nick Haby, City Administrator

Mr. Haby explained the process of obtaining a certificate of occupancy.

Parks and Recreation Director Colene Cabezas provided a recap of the Concert in the Park event, and she advised that the Low-Cost Pet Vaccine Clinic would be held on Saturday, May 9, 2026.

C. PUBLIC COMMENTS

There were no public comments.

D. MAYOR AND COUNCIL COMMENTS

1. Fort Bend Mobility Bond Project No. 20211 – Bikeway at Meadows Place/Stafford Update – Alderman Rick Staigle

Alderman Staigle advised that an interlocal agreement with the City of Stafford would need to be executed for the parking lot.

2. Dorrance Lane Reconstruction Project Phase 3 – Alderman Rick Staigle

Alderman Staigle advised that no new information was available to report.

E. REGULAR AGENDA

1. Presentation and discussion regarding the Quarterly Investment Report.

Finance Director, Anna-Maria Weston, gave a brief presentation on the Quarterly Investment Report. She presented the 1st Quarter 2026 Investment report ending March 31, 2026, summarizing the beginning and end of quarter balances in all City South State Bank accounts as well as in the City's two Investment Pools, TexPool and LoneStar.

The interest rate for the investment accounts decreased slightly but remained relatively flat between 3.7-3.8% during the quarter. The total interest earned on all accounts (City, Utility and EDC) was \$95,623. Property tax revenue receipts during the quarter resulted in the City Operating funds increasing by \$2,907,573. The unrestricted reserves for the City Operating Fund increased from last quarter's low of 6.0 months to a high of 9.6 months, or \$1,589,432 as surplus unrestricted reserve.

The Utility Fund reserve also increased from last quarter's 4.9 months to 5.2 months, still below the recommended reserve of 10 months.

No action was taken.

2. Presentation and discussion regarding Quarterly Budget and Financial Report.

Finance Director, Anna-Maria Weston, gave a brief presentation on the Quarterly Budget and Financial Report. She presented the 1st Quarter 2026 Budget and Financial Report ending March 31, 2026, summarizing quarterly banking activity (deposits, withdrawals, and interest earnings) of all City, Utility and EDC bank and investment accounts. In addition, the report presents fiscal year-to-date revenues and expenditures both as a percentage of the budget and in total value for the City's General Operations and Utility account.

She advised that the General Fund revenues reached 75.5% of budget at the end of the quarter, slightly below last year's 77.2%. Ms. Weston also advised that which account for approximately two-thirds of the City's budget are primarily collected during the first quarter. As of quarter-end, \$4,452,561 had been collected for 2025 property taxes, reflecting a collection rate of 94.8% compared to 96.9% at the same time last year. Fines and Forfeitures revenue are performing above expectations at 65.7% of budget.

During the quarter, the City received a \$280,000 transfer from EDC for infrastructure. These funds, along with the \$250,00 and \$183,612 from City were transferred to the City Infrastructure Fund, bringing the ending balance to \$2,535,659.

All departments are at or below 50% of budget, except for Public Works operations, which is at 69.4%. This is primarily due to paying out the Fire Services invoice and completing several road fee projects. Personnel and benefits expenditures remain below budget across all departments. The Police Department, the City's department with most staff, is at 43% of budget due to patrol vacancies. Overall, total City expenditures are at 47.6% of budget.

No action was taken.

3. Discussion and consideration of Resolution No. 2026-08 amending the City's Organizational Chart to create a Facilities Manager position.

Alderman Kopczynski motioned to approve Resolution No. 2026-08 amending the City's Organizational Chart to create a Facilities Manager position. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

Nays: None

The motion passed unanimously.

4. **Discussion and consideration of Ordinance No. 2026-05 amending the General Fund Budget for Fiscal Year ending September 30, 2026, decreasing line item 100-040-562004, Public Works City Hall Maintenance in the amount of \$6,600 for the facilities maintenance transfer to the Parks and Recreation Department.**

Alderman Mertins motioned to approve Ordinance No. 2026-05 amending the General Fund Budget for Fiscal Year ending September 30, 2026, decreasing line item 100-040-562004, Public Works City Hall Maintenance in the amount of \$6,600 for the facilities maintenance transfer to the Parks and Recreation Department. Alderman Staigle seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

Nays: None

The motion passed unanimously.

5. **Discussion and consideration of Ordinance No. 2026-06 amending the General Fund Budget for Fiscal Year ending September 30, 2026, increasing Parks and Recreation line items, Salaries and Benefits in the amount of \$6,600 for the Facilities Manager positions.**

Alderman Merkley motioned to approve Ordinance No. 2026-06 amending the General Fund Budget for Fiscal Year ending September 30, 2026, increasing Parks and Recreation line items, Salaries and Benefits in the amount of \$6,600 for the Facilities Manager positions. Alderman Staigle seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

Nays: None

The motion passed unanimously.

6. **Discussion and consideration regarding ratifying the Mayor's signature on the TCEQ Certified Statement of SEP Completion and Document Authentication letter.**

Alderman Mertins motioned to approve ratifying the Mayor's signature on the TCEQ Certified Statement of SEP Completion and Document Authentication letter. Alderman Staigle seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

Nays: None

The motion passed unanimously.

7. **Discussion and consideration regarding the tennis court repair.**

Parks and Recreation Director Colene Cabezas presented quotes for repairing the tennis court.

City Council and Ms. Cabezas discussed various options for remediation, long-term goal for the area, quotes, and funding.

After a brief discussion, the consensus of the City Council was to defer the matter to the Economic Development Corporation for further discussion and review.

No action was taken.

8. Discussion and consideration regarding the April 25, 2026 City Council Workshop.

Mayor St. Germain provided an overview of items discussed at the April 25, 2026 City Council Workshop. The City Council further discussed potential updates and revisions to the City of Meadows Place Code of Ordinances, associated codes, and restrictions, including matters related to repeat code enforcement offenders, nuisance violations, code enforcement workflow, and legal and procedural processes.

After a brief discussion, Alderman Staigle motioned to schedule a Code Workshop on Wednesday, May 27, 2026 at 5:30 p.m. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

Nays: None

The motion passed unanimously.

9. Discussion and consideration regarding the City of Stafford multi-year interlocal fire services agreement.

City Council and City Administrator Nick Haby discussed the current interlocal agreement, correspondence between the City and City of Stafford, overall wants and needs for the new agreement, and past years calls for service.

No action was taken.

10. Discussion and consideration regarding cancelling the Regular City Council Meeting on May 26, 2026 and schedule a Special Called City Council Meeting.

Alderman Mertins motioned to approve cancelling the Regular City Council Meeting on May 26, 2026 and schedule a Special Called City Council Meeting on Wednesday, May 27, 2026. Alderman Merkley seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

Nays: None

The motion passed unanimously.

F. CONSENT AGENDA

1. Consider approval of the Minutes held as follows:

March 24, 2026 – City Council Regular Meeting

Alderman Staigle moved to approve the Consent Agenda as presented. Alderman Mertins seconded the motion. The vote follows:

Ayes: Aldermen Mertins, Staigle, Kopczynski, and Merkley

Nays: None

The motion passed unanimously.

G. RECESS REGULAR SESSION

Recess the Regular Session to Convene into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section 551.071(1)– Consultation with Attorney to seek or receive attorney's

advice on pending or contemplated litigation; Section 551.071(2)– Consultation with Attorney to seek or receive attorney's advice on legal matters that are not related to litigation; and Section 551.074 – Personnel Matters.

Mayor St. Germain recessed the regular meeting at 8:54 p.m. for Council to go into executive session.

H. EXECUTIVE SESSION

Pursuant to the Texas Open Meetings Act, Government Code Section 551.071(1) – Consultation with Attorney to seek or receive advice on legal matters related to pending or contemplated litigation; Section 551.071(2) – Consultation with Attorney to seek or receive advice on legal matters not related to litigation; and Section 551.074 – Personnel Matters regarding the annual evaluation of the City Administrator.

I. ADJOURN EXECUTIVE SESSION

The executive session adjourned at 10:00 p.m. and Mayor St. Germain reconvened City Council into regular session.

J. RECONVENE

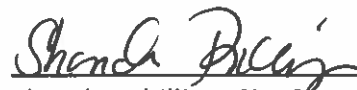
Discuss and take appropriate action on items discussed in Executive Session.

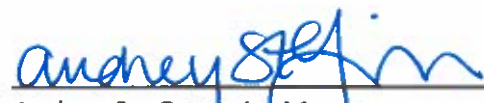
No action was taken.

K. ADJOURN

There being no further business to discuss the meeting adjourned at 10:00 p.m.

ATTEST:


Shandra Phillips, City Secretary


Audrey St. Germain, Mayor

